

702 KAR 6:110. Claim reimbursement for school and community nutrition programs.

RELATES TO: KRS 156.070(5), 7 C.F.R. 210.8, 220.11, 225.9, 226.10, 42 U.S.C. 1751, 1761, 1766, 1773

STATUTORY AUTHORITY: KRS 156.070(5), 7 C.F.R. 210.8(b)(1), 220.11(b), 225.9(d)(6), 226.10(e)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070(5) requires the Kentucky Board of Education to promulgate administrative regulations governing the operation of programs within the Department of Education. 7 C.F.R. 210.8(b)(1), 220.11(b), 225.9(d)(6), and 226.10(e) provides the Department of Education with the authority to establish deadlines for claim reimbursement for federal nutrition programs. This administrative regulation establishes the claims deadlines for these programs.

Section 1. Definitions. (1) "Online Reporting System" means the Web-based computer application used for claims processing.

(2) "Sponsor" means an entity approved to participate in a nutrition program that is administered by SCN.

Section 2. Submission of Monthly Claims. To be entitled to reimbursement, each participating sponsor shall submit a monthly Claim for Reimbursement to SCN. The Claim for Reimbursement form used shall be the form corresponding to the type of program operated by the sponsor, and shall be one (1) of the following forms:

- (1) Non-Profit Programs Report and Claim for Reimbursement;
- (2) For-Profit Programs Report and Claim for Reimbursement;
- (3) Adult Programs Report and Claim for Reimbursement;
- (4) Family Day Care Homes Report and Claim Form for Reimbursement;
- (5) NSLP/SBP/SMP Report and Claim for Reimbursement Worksheet; or
- (6) Summer Food Program Report and Claim for Reimbursement.

Section 3. Submission Timeframes. (1) A final Claim for Reimbursement shall be postmarked or submitted through the online reporting system to SCN no later than 11:59 p.m. Eastern time on the 15th of the month following the month covered by the claim to be considered a timely filing.

(2) Claims not postmarked or submitted by the claims deadline shall not be considered a timely claim by SCN. A request for waiver may be submitted in writing to the SCN's division director with the reason for the late claim filing clearly specified.

(3) Corrected claims shall be submitted on or before the 30th of the month following the month covered by the claim to be considered a timely filing and shall be accompanied by a completed Corrective Action Plan. The Corrective Action Plan submitted shall be the plan corresponding to the type of program operated by the sponsor, and shall be one (1) of the following plans:

- (a) Child and Adult Care Food Program (CACFP) Claim for Reimbursement Corrective Action Plan;
- (b) Family Day Care Homes (FDCH) Claim for Reimbursement Corrective Action Plan;
- (c) National School Lunch/Breakfast/Special Milk Programs Claim for Reimbursement Corrective Action Plan; or
- (d) Summer Food Service Program (SFSP) Claim for Reimbursement Corrective Action

Plan.

Section 4. Claim Verification. The claim shall be signed by an authorized official of the sponsor.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Non-Profit Programs Report and Claim for Reimbursement", 7/2010;
- (b) "For-Profit Programs Report and Claim for Reimbursement", 7/2010;
- (c) "Adult Programs Report and Claim for Reimbursement", 7/2010;
- (d) "Family Day Care Homes Report and Claim for Reimbursement", 01/2010;
- (e) "NSLP/SBP/SMP Report and Claim for Reimbursement Worksheet", 08/2011;
- (f) "Summer Food Program Report and Claim for Reimbursement", 08/2011;
- (g) "Child and Adult Care Food Program (CACFP) Claim for Reimbursement Corrective Action Plan", 08/2011;
- (h) "Family Day Care Homes (FDCH) Claim for Reimbursement Corrective Action Plan", 08/2011;
- (i) "National School Lunch/Breakfast/Special Milk Programs Claim for Reimbursement Corrective Action Plan", 08/2011; and
- (j) "Summer Food Service Program (SFSP) Claim for Reimbursement Corrective Action Plan", 08/2011.

(2) This material may be inspected, copied, or obtained at the Kentucky Department of Education, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (38 Ky.R. 172; 594; eff. 10-7-11.)